



**CITY OF REDDING, CALIFORNIA**  
**PERSONNEL POLICIES AND PROCEDURES**

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Personnel Director

City Manager

**Purpose**

On occasion, candidates under consideration for employment must relocate from an area which is remote from the City of Redding. During the negotiation process such candidates often make inquiry regarding payment for relocation expenses. Under certain circumstances, as described in this policy, the City of Redding may provide a relocation reimbursement allowance for candidates who become employees.

**Policy**

Relocation reimbursement allowances will be considered for requesting candidates on a case-by-case basis. Subsequent to a reasonable recruitment effort, the City Manager or designee may authorize a relocation reimbursement allowance for a candidate following a determination by the Department Director and the Personnel Director that the position and/or the candidate's qualifications are of such a nature to warrant relocation reimbursement. Neither the Personnel Department representative, nor representatives of the Department where the vacancy exists, may initiate an offer for a relocation reimbursement allowance, unless written authorization has been received from the City Manager.

All reimbursement claims must comply with the City of Redding's policy and procedures. The Employee shall provide original receipts to the Finance Department prior to any reimbursement. All relocation expenses will be subject to Finance Department review according to 2017 IRS regulations\*. Reimbursement allowances provided to the candidate will be taxable via W-2.

The candidate must sign that in the event that he/she voluntarily terminates employment with the City prior to the expiration of the probationary period, the amount of such allowance shall be refunded 100% to the City.

NOTE: At no time shall the amount granted a candidate exceed the amount currently designated by the City Council as the maximum amount allowed through the purchase order process without City Council approval.

\* The 2017 IRS Regulations is the last year of detailed deductible moving expenses. The City of Redding adopted the 2017 IRS Regulations as guidance for this policy.

CITY OF REDDING



PERSONNEL DEPARTMENT

## REIMBURSEMENT OF RELOCATION EXPENSES

I, \_\_\_\_\_, do hereby agree to provide the City of Redding Finance Department all relocation expense receipts prior to reimbursement. I recognize that all relocation expenses are taxable via W-2 and are subject to review according to 2017 IRS Regulations. I agree to refund \_\_\_\_\_ dollars (100%) to the City of Redding for relocation monies received by me, should I voluntarily terminate employment with the City of Redding prior to the expiration of my probationary period. The City of Redding is further authorized to make this refund from any monies which the City may owe me at the time of my voluntary termination.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date

c: Personnel File  
Department Director  
Employee